

### Construction Memo No.03-03

**MEMO TO:** Chief District Engineer  
TEBM's for Construction  
District Construction Engineer  
Resident Engineers  
Active Consultant Engineers

**FROM:** Dexter Newman, P.E., Director  
Division of Construction

**DATE:** July 22, 2003

**SUBJECT:** DBE Payment Reporting

The Federal Department of Transportation has changed what it requires from the department as to DBE commitments. Previous, we had been submitting subcontract amounts for the work to be done by the DBE companies. The requirement has changed to where now the actual payment amount to the DBE is reported. On projects with large underruns or overruns, this could be a significant change.

The Department only pay prime contractors and does not make any direct payments to subcontractors. Therefore, we will need to gather this payment information from the contractors involved. Attached is a sample form for reporting the payment information. It is formatted to simplify and standardize the reporting process.

Whenever a prime contractor makes a payment to a DBE contractor for work done on a project, this form needs to be filled out and sent in to the central office Division of Construction. If a single combined check is made for several projects, please indicate the individual PCN and amounts on the form.

DN:ts  
Attachments

J.M Yowell	Simon Cornett	Cliff Linkes	Steve Goodpaster
Rick Stansel	C.O. Engineer	Chuck Knowles	KHAC
Wesley Glass	FHWA	Gary Sharpe	Pat Foley
K. Crim	J. Dovack	G. Poole	

<b>Prime Contractor</b>		<b>PCN</b>	
<b>DBE Contractor</b>		<b>CHECK #</b>	
<b>PAYMENT DATE</b>		<b>AMOUNT OF PAYMENT</b>	
<b>Use the section below to show multiple payments using the same check</b>			
<b>PCN</b>	<b>Amount</b>	<b>PCN</b>	<b>Amount</b>
<b>COMMENTS</b>			
*Place a copy of your check here.			
Mail to: Division of Construction Room 408 State Office Building Frankfort, KY 40622			